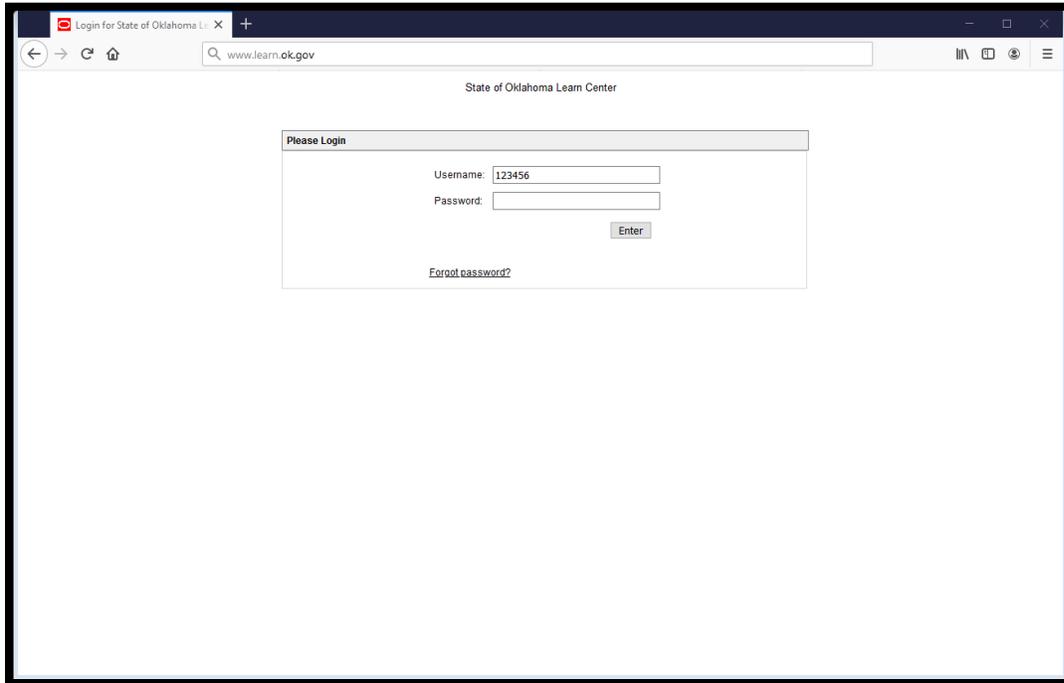


How to access the Beginner's Guide to Office 365

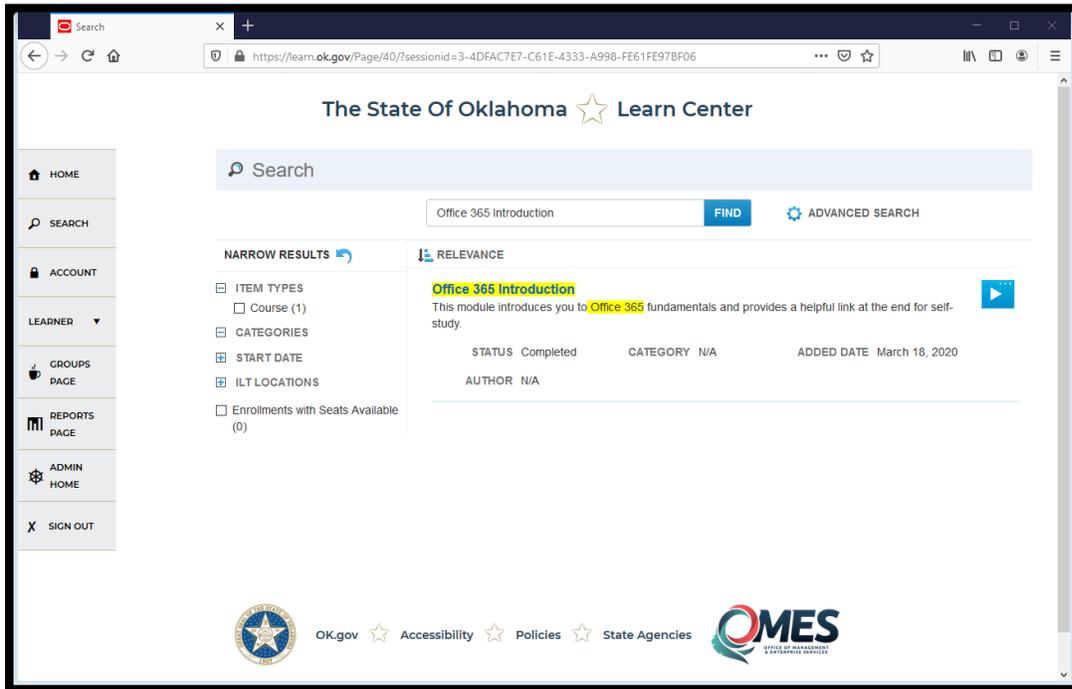
To help you better understand Office 365 and provide you with quality, timely materials, we created a module in Learn to guide you through some fundamentals. Be sure to follow the link on the last page of the module for self-study resources for all applications in Office 365.

Part 1: Start by making your way to the Learn system

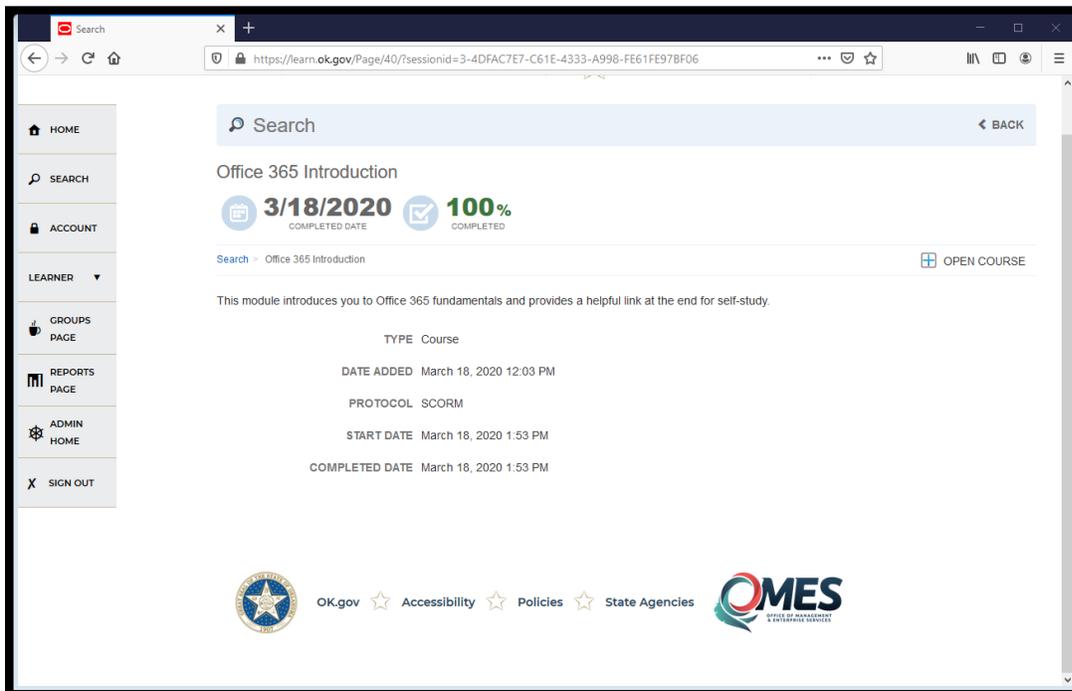


1. Navigate to learn.ok.gov, preferably in recommended browsers like Internet Explorer or Mozilla Firefox.
2. Log in with your **username** (employee ID) and **password**. If you do not know your login information, contact your agency LEARN administrator. They can set a temporary password to allow you to log in and set a permanent password. If you do not have an agency administrator, you may contact the OMES Service Desk at 405-521-2444 or servicedesk@omes.ok.gov.

Part 2: Then make your way to the course



3. Select **Search** in the left-hand menu.
4. Search for “**Office 365 Introduction**,” and choose the course from the results.



5. On the course page, select **Open Course** on the right-hand side to begin the module.